

Person Specification – B&ASC Manager

Essential	
Experience	
NVQ level 3 in Playwork, Childcare or equivalent	
Experience of working with children, in a play, childcare or out of school setting	
At least 2 years' experience of deputising or acting in a management role within a childcare or extended school environment	
Supervision of staff and effective performance management	
Introducing and implementing new ideas to improve the service to the children and families – example required	
Be able to demonstrate an understanding of legislation and associated procedures and how they relate to the service e.g., health and safety, child protection, safeguarding and equal opportunities	
Understand the need for confidentiality and treat all information acquired in strict confidence	
Experience of planning, delegating and prioritising workloads	
Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.	
Knowledge	
Knowledge of appropriate play activities e.g., sports, games, crafts, and practical experience of some of these activities	
Knowledge of the needs of children and young people and how they can be met	
Understanding relevant administration procedures including children registration requirements	
Continuing Professional Development	
Willingness to undertake additional training/staff development as appropriate	
Ability	
Ability to manage other staff effectively	
Ability to communicate with persons at all levels	
Ability to work proactively to achieve efficiency and effectiveness of a team of staff	
Ability to organise one's own tasks with minimum supervision	
Ability to work well in a crisis or emergency	
Ability to use a problem solving approach to a wide range of enquiries	
Desirable	
Certificate of First Aid	
Good sense of humour	